

# Vacancy Announcement

## for

### U.S. Embassy, Baghdad

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**ANNOUNCEMENT NUMBER: TCN 13-01**

**OPEN TO:** Third Country Nationals Only

**POSITION:** Human Resources Specialist; FSN-10

**OPENING DATE:** January 3, 2013

**CLOSING DATE:** January 16, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \$36,072 per annum (Plus 35% Differential of basic salary; 15% of basic salary for Unique Conditions of Work Allowance) **Paid in US Dollars.**

**LENGTH OF HIRE:** 12 months

The U.S. Embassy in Baghdad is seeking an individual for the position of Human Resources Specialist in the Human Resources Section of U.S. Embassy Baghdad.

#### **BASIC FUNCTION OF POSITION**

The incumbent serves as a Human Resources Specialist with expertise in the following areas; staffing, performance management, employee relations, process development, policy, payroll, benefits and other related services. When applicable the Human Resources Specialist performs a wide range of human resources management services for a variety of overseas employment programs and appointments. The position has a strong focus on human resource process and policy review and development.

The incumbent will oversee the review of current human resource processes and the implementations of new procedures and policy which will enable the section to manage the current workload more efficiently, fully develop Locally Employed Staff, normalize human resource operations and initiate new human resources programs to the benefit of the Mission.

The incumbent will be responsible for advising the Human Resource Officers regarding existing policy and programs, providing recommendations/proposals for improvement and developing/implementing approved procedures in conjunction with other sections and colleagues as required.

The incumbent will assist with the oversight of all aspects of the Human Resource operations for both the U.S. Direct Hire and Locally Employed Staff at post including Eligible Family Members, with an emphasis on review and development of procedures.

The incumbent assists with the oversight of the recruitment process by providing guidance to subordinates on recruitment, selection and hire procedures; ensures that hiring is processed in conjunction with U.S. regulations and Local Labor Law.

**The Universal Application Form, TCN program benefits and FAQs can be found at:**

<http://www.state.gov/documents/organization/136408.pdf>

## **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University degree in human resources, humanities, psychology, business, liberal arts or related degree is required.
2. Six years of progressively responsible experience in HR or related administrative field. At least four years should be with an U.S. government agency. Requires one year supervisory experience.
3. Level IV (fluency) speaking/reading/writing in English is required (**Language proficiency will be tested**).
4. Comprehensive knowledge of and skill in applying a wide range of human resources concepts, strategies, laws, regulations, policies, programs and practices related to applicable human resources functional areas (staffing and recruitment, position classification, position management and workforce analysis, employee relations, and/or employee benefits) is required. Must have good knowledge of local labour law and social insurance systems.
5. Must be personable and tactful, which permits good relationships with local and American employees and supervisors. Ability to keep sensitive information confidential as well as the ability to counsel employees and supervisors on work-related problems; good managerial and organizational skills; ability to work under pressure; ability to set priorities, coordinate a variety of work assignments, and meet deadlines in a timely manner, good analytical ability are required.

## **SELECTION PROCESS**

It is essential that candidates address the required qualifications above in the application to meet the required qualifications.

## **TO APPLY**

Applicants for this position must submit the following information:

1. Universal Application for Employment DS-174, as a Third Country National (TCN);
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION MATERIALS TO THE FOLLOWING EMAIL ADDRESS:**

[TCNISUAmman@state.gov](mailto:TCNISUAmman@state.gov)

**FOR INQUIRIES PLEASE EMAIL:** [TCNISUAmman@state.gov](mailto:TCNISUAmman@state.gov)

## **POINT OF CONTACT**

Telephone: (962) (6) 590-6832 / 590-6828

FAX: (962) (6) 5906869

## **CLOSING DATE FOR THIS Vacancy Announcement: January 16, 2013**

The U.S. Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: HRO/ BK

Cleared: HRO/MB

Drafted: HRC/AA

## **Appendix A**

### **DEFINITION**

A third-country national (TCN) is an individual who meets the following criteria.

- (1) Is neither a citizen of the United States nor of the country to which assigned for duty.
- (2) If employed, is eligible for return travel to the TCN's home country or country from which recruited at U.S. Government expense.
- (3) Is on a limited appointment for a specific period of time.
- (4) Encumbers a direct-hire, personal service agreement (PSA) FSN position covered under the TCN local compensation plan. Such an employee normally is recruited from outside the host country and relocated from the point of recruitment to the host country. The return travel obligation assumed by the U.S. Government may have been the obligation of another employer in the area of assignment if the employee has been in substantially continuous employment which provided for the TCN's return to home country or country from which recruited.

Hired TCN Staff are considered separate from the Locally Employed Staff (LES) because they have separate Local Compensation Plan and nationalities. Candidates are expected to be employed at the U.S. Mission in Iraq from one to five years.

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information which equates to the information found on the DS-174.

Failure to submit the required information may result in the applicant not being considered for the vacancy.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (see top of page)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. Permanent U.S. Resident (Yes or No; if YES, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- J. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- K. Days available to work
- L. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- M. Education
- N. License, Skills, Training, Membership, & Recognition
- O. Language Skills
- P. Work Experience
- Q. References

